

FY2019 Preservation Statistics Survey

Welcome to the Preservation Statistics Survey!

There have been a few changes. Most notably, the Digital sections have been overhauled by a task force of digital preservation specialists this past year. If you have any questions, PLEASE email Karen Kiorpes or Karen O'Connell, current co-chairs of the Preservation Standards and Practices Committee (PS&P), responsible for this important resource.

We consider this survey a tool and resource for the preservation community. If it is missing information, or not reflective of data you are collecting, or you have suggestions on how it can improve, please let us know! We are happy to answer all questions and receive feedback from you. We appreciate your time in sharing your preservation data with the preservation community.

You have the option to save and return to your Survey. Last day to submit is: AUGUST 17, 2020.

*** Required**

1. Email address *

2. Institution Name: *

3. City/Town: *

4. State: *

Mark only one oval.

- Alabama - AL
- Alaska - AK
- Arizona - AZ
- Arkansas - AR
- California - CA
- Colorado - CO
- Connecticut - CT
- Delaware - DE
- Georgia - GA
- Florida - FL
- Hawaii - HI
- Idaho - ID
- Illinois - IL
- Indiana - IN
- Iowa - IA
- Kansas - KS
- Kentucky - KY
- Louisiana - LA
- Maine - ME
- Maryland - MD
- Massachusetts - MA
- Michigan - MI
- Minnesota - MN
- Mississippi - MS
- Missouri - MO
- Montana - MT
- Nebraska - NE
- Nevada - NV
- New Hampshire - NH
- New Jersey - NJ

- New Mexico - NM
- New York - NY
- North Carolina - NC
- North Dakota - ND
- Ohio - OH
- Oklahoma - OK
- Oregon - OR
- Pennsylvania - PA
- Rhode Island - RI
- South Carolina - SC
- South Dakota - SD
- Tennessee - TN
- Texas - TX
- Utah - UT
- Vermont - VT
- Virginia - VA
- Washington - WA
- West Virginia - WV
- Wisconsin - WI
- Wyoming - WY

5. Which of the following most closely describes your institution? *

Mark only one oval.

- Academic Library
- Archives
- Independent Research Library
- National Library
- Public Library
- Special Library
- State Library
- Other

6. Prepared by (Name): *

7. Title: *

I.
Preservation
Unit:
Budget &
Staffing

To better compare and understand the quantity of output of preservation activities, it is helpful to know number of staff working in a preservation unit and overall operational budget.

We understand that some information may not be made available depending on your organizations policies. Please answer each question to the best of your ability that is appropriate to your institutional and state/goverment regulations.

8. Are you able to answer questions about Budget? *

Mark only one oval.

- Yes
- Some, but I do not manage all the budget for Preservation department/unit
- No, I do not have access/manage the budget for Preservation department/unit
Skip to question 17
- No, my institution's policies do not allow me to share. *Skip to question 17*

I.2
Preservation
Unit:
Budget

This section will ask about expenditures specifically for preservation.

We understand that some information may not be made available depending on your organizations policies. Please answer each question to the best of your ability that is appropriate to your institutional and state/government regulations.

9. Total LIBRARY operating expenditures for fiscal year (round up nearest dollar) :

10. Total PRESERVATION operating expenditures for fiscal year (round up nearest dollar) :

11. What is your total expenditure for STAFFING the preservation unit in this fiscal year (round up nearest dollar) :

12. What are your total expenditures for SUPPLIES and EQUIPMENT in this fiscal year (round up nearest dollar) :

13. What are your total expenditures for CONTRACT SERVICES in this fiscal year (round up nearest dollar): (e.g. conservation treatment, commercial binding , equipment maintenance, off site storage, mass deacidification, reformatting, etc.)

14. What is the total of any OTHER expenses in this fiscal year (round up nearest dollar)?

15. What percent of your total preservation expenditures is one-time funded for this fiscal year?

Mark only one oval per row.

	Less than 10%	11% to 49%	50% to 89%	90% to 100%
Gifts	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Grants	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Encumbered from previous year	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Endowments	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

16. Notes: Enter any notes related to the data entered in this section concerning Budget.

I.I
 Preservation
 Unit:
 Staffing

This section will ask about numbers of staff specifically for preservation.

We understand that some information may not be made available depending on your organizational policies. Please answer each question to the best of your ability that is appropriate to your institutional and state/government regulations.

17. How many employees work in the Preservation unit? Report by full time equivalent.

Mark only one oval per row.

	0-1	2-3	4-5	5+
Professional staff - (FTE)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Support staff - (FTE)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Student worker - (FTE)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Volunteers - (FTE)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

18. Do preservation staff engage in preservation activities outside of the Library? If so, please describe.

19. Notes: Enter any notes related to the data entered in this section concerning Staffing.

2. Conservation Treatment:
In-House & Contract Services

This section will ask to detail your institution's conservation treatment activities, including contract conservation services. *

*Please note: Enclosure activities have been moved to a later section.

20. How does your institution track IN-HOUSE conservation treatments? *

Mark only one oval.

- By item format *Skip to question 21*
- By treatment Level / time intervals *Skip to question 25*
- By treatment type *Skip to question 25*
- We only contract out conservation treatment *Skip to question 21*
- We do not perform conservation treatment on collections *Skip to question 31*
- Other: _____

2.1
Conservation:
by format

This section will ask total numbers of items given conservation treatment by in-house staff or coordinated by Preservation to an outside contractor.

If answer is zero (activity is conducted by your institution but was not conducted this year) : use 0

If answer is None (activity is not performed by your institution) : leave blank

21. Total number of items treated by IN-HOUSE staff:

22. Total number of items treated by OUTSIDE CONTRACTOR:

23. Formats treated: (check all that apply)

Check all that apply.

	Books/Bound Volumes	Unbound Sheets	Photographic Materials	Moving Image Recordings	Sound Recordings	Art Objects	Historic Objects
In-House Staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outside Contractor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

24. Notes: Enter any notes related to the data entered in Section 2: Conservation Treatment.

Skip to question 31

2.2 Conservation:
Level /time
interval

This section will ask total number of items given conservation treatment by in-house staff or coordinated by Preservation to an outside contractor.

If tracking by Treatment Type, assign type of treatment to a level or time interval.

If answer is zero (activity is conducted by your institution but was not conducted this year) : use 0

If answer is None (activity is not performed by your institution) : leave blank

25. Total number of items treated IN-HOUSE: Level I -15 minutes or less.

26. Total number of items treated IN-HOUSE: Level II -more than 15 minutes, less than 2hours.

27. Total number of items treated IN-HOUSE: Level III -more than 2 hours.

28. Total number of items treated by OUTSIDE CONTRACTOR:

29. Types of formats treated: (check all that apply)

Check all that apply.

	Books/Bound Volumes	Unbound Sheets	Photographic Materials	Moving Image Recordings	Sound Recordings	Art Objects	Historic Objects
Level I :	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Level II :	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Level III :	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outside contractor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

30. Notes: Enter any notes related to the data entered in Section 2: Conservation Treatment.

39. Does your institution send items to COMMERCIAL / LIBRARY BINDING?

Check all that apply.

- No
- Yes, but by another department within the Library
- Yes, but by another department(s) within the larger Institution
- Yes, and the Preservation unit prepares the items for shipment (Add total number in "Other")

Other: _____

40. Does your library treat materials by MASS DEACIDIFICATION?

Check all that apply.

- No
- Yes. (Add total number of volumes or cubic feet in "Other")

Other: _____

41. What other preservation activities are performed/the responsibility of the preservation unit within your institution?

Check all that apply.

- Pest & mold management/mitigation
- Environmental monitoring (temperature/RH/light/pollution)
- Emergency planning & response/recovery
- Collection security
- Staff training- preservation/care & handling
- Community programming/outreach
- Exhibit preparation/installation
- Loan management/facility report/ item preparation for shipment
- Management of off-site storage
- Sponsorship of internships/practicums/fellowships
- Classroom instruction/demonstrations/tours
- Course instruction
- Stacks maintenance/cleaning
- Risk management/item insurance

Other: _____

42. Notes: Enter any notes related to the data entered in Section 3. Assessments, Prep, & other Preservation Activities

5. Reformatting & Digitization:
In-House & Contracted

This section will ask to detail your institution's preservation reformatting and digitization activities.

If answer is zero (activity is conducted by your institution but was not conducted this year): use 0

If answer is None (activity is not performed by your institution) : leave blank

43. Does your institution reformat and digitize materials in-house and/or contract the work out? *

Mark only one oval.

- In-house
- Contract *Skip to question 51*
- Both
- No or don't know *Skip to question 64*

5.1 Reformatting:
In-House

This section will ask total numbers of analog formats reformatted by in-house preservation staff in this fiscal year.

If answer is zero (activity is conducted by your institution but was not conducted this year) : use 0

If answer is None (activity is not performed by your institution) : leave blank

44. How many TOTAL analog units did your institution reformat to another analog format In-House (e.g. pages photocopied, negatives made from photographic prints, film-to-film duplication, print to microforms, etc.)?

45. How many BOOKS/BOUND VOLUMES did your institution reformat to another analog format In-House?

46. How many UNBOUND SHEETS did your institution reformat to another analog format In-House?

47. How many PHOTOGRAPHIC MATERIALS did your institution reformat to another analog format In-House?

48. How many MICROFORMS (FISHCE/FILM) did your institution reformat to another analog format In-House?

49. How many SOUND RECORDINGS did your institution reformat to another analog format In-House?

50. How many MOVING IMAGE RECORDINGS did your institution reformat to another analog format In-House?

5.2 Reformatting:
Outside Contractor

This section will ask total numbers of analog formats reformatted by outside contractor preservation staff in this fiscal year.

If answer is zero (activity is conducted by your institution but was not conducted this year) : use 0

If answer is None (activity is not performed by your institution) : leave blank

51. How many TOTAL analog units did your institution reformat to another analog format using an Outside Contractor (e.g. pages photocopied, negatives made from photographic prints, film-to-film duplication, print to microfilm, etc.)?

52. How many BOOKS/BOUND VOLUMES did your institution reformat to another analog format via Outside Contractor?

53. How many UNBOUND SHEETS did your institution reformat to another analog format via Outside Contractor?

54. How many PHOTOGRAPHIC MATERIALS did your institution reformat to another analog format via Outside Contractor?

55. How many MICROFORMS (FISHCE/FILM) did your institution reformat to another analog format via Outside Contractor?

56. How many SOUND RECORDINGS did your institution reformat to another analog format
Outside Contractor?

57. How many MOVING IMAGE RECORDINGS did your institution reformat to another analog
format via Outside Contractor?

5.3 Digitization: In-House &
Contracted

This section will ask total numbers of analog formats digitized in this
fiscal year.

If answer is zero (activity is conducted by your institution but was not
conducted this year) : use 0

If answer is None (activity is not performed by your institution) : leave
blank

58. How many total units of analog formats did your institution DIGITIZE?

59. Analog formats DIGITIZED: (check all that apply)

Check all that apply.

	In-House	Outside Contractor
Books/Bound Volumes	<input type="checkbox"/>	<input type="checkbox"/>
Unbound Sheets	<input type="checkbox"/>	<input type="checkbox"/>
Photographic Materials	<input type="checkbox"/>	<input type="checkbox"/>
Microforms- Fiche/Film	<input type="checkbox"/>	<input type="checkbox"/>
Sound Recording- all formats	<input type="checkbox"/>	<input type="checkbox"/>
Moving Image- all formats	<input type="checkbox"/>	<input type="checkbox"/>
Art / Historic Objects	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>

60. For each of the following analog formats, what was the primary file format or container used for the digital preservation master? (Leave blank if you did not digitize any units of that analog format.)

Check all that apply.

	TIFF	JP2	RAW	PDF	Other
Books/Bound Volumes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unbound Sheets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Photographic Materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microforms- Fiche/Film	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Art/ Historic Objects	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

61. What was the primary file format used for the SOUND RECORDINGS digital preservation master? (ie. WAV, BWV, DSD, AIFF, etc.)

62. What was the primary file format and/or container used for the MOVING IMAGE digital preservation master? (ie. AVI, MXF, MOV, etc.)

63. Notes: Enter any notes related to the data entered in Section 5: Reformatting and Digitization:

6. Digital
Preservation

This section will ask to detail the digital preservation activities of your institution. If your institution does have a digital preservation program, but it is outside of the preservation unit, you are encouraged to partner with that unit to respond to this section.

64. Which department(s) coordinates digital preservation activities at your institution? (check all that apply)

Check all that apply.

- Preservation department/unit
- Digital initiatives (or similarly titled) department within the organization
- IT / systems department within the organization
- Collections development / collections management department within the organization
- Special collections
- Group or committee with representatives of multiple departments in the organization
- Department outside of the immediate organization but within the larger institution

Other: _____

65. How confident is your institution in its ability to preserve digital content?

Mark only one oval.

	1	2	3	4	5	
Low	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	High

66. Do you have a digital repository* dedicated to preservation? (Digital preservation repository = the infrastructure, services, and resources for the preservation, storage, and management of digital content; distinct from other digital repositories or infrastructure for providing online public access to digital content.)

Mark only one oval.

- Yes
- No or don't know

6.I Digital
Preservation

Digital preservation combines policies, strategies and actions to ensure access to reformatted and born digital content regardless of the challenges of media failure and technological change. The goal of digital preservation is the accurate rendering of authenticated content over time
(<http://www.ala.org/alcts/resources/preserv/defdigpres0408>).

This section will collect data about digital preservation activities at your institution in this fiscal year.

If answer is zero (activity is conducted by your institution but was not conducted this year : use 0

If answer is None (activity is not performed by your institution) : leave blank

Definitions

Digital preservation repository = the infrastructure, services, and resources for the preservation, storage, and management of digital content; distinct from other digital repositories or infrastructure for providing online public access to digital content (<https://dictionary.archivists.org/entry/digital-repository.html>).

Managed unit = PREMIS intellectual entity; a set of content that is considered a single intellectual unit for purposes of management and description.

Total # Files includes all file types (i.e. xml, text, derivatives, logs, fixity, etc.) packed within the master preservation package.

If necessary, use an online byte converter to calculate your total in GB (gigabytes).

67. How is your digital preservation repository maintained and hosted (check all that apply)

Check all that apply.

Home-grown/in-house solution

Consortium-based solution

Vendor-hosted solution

Other: _____

68. Total number of MANAGED UNITS* added to the digital preservation repository during this fiscal year?

69. Total number of FILES added to the digital preservation repository during this fiscal year?

70. Total SIZE (GB) added to the digital preservation repository during this fiscal year?

71. What of the following categories were added to the digital preservation repository during this fiscal year?

Check all that apply.

Books/volumes

Manuscripts/unbound sheets

Dissertations

Still images

Audio

Video

Web Archives

Emails

Data sets

Other: _____

72. How much managed digital content (excluding systematic backups and redundancies) is your institution currently preserving LOCALLY? Please provide a numerical response in GB.

73. How much managed digital content (excluding systematic backups and redundancies) is your institution currently preserving EXTERNALLY? Please provide a numerical response in GB.

74. Notes: Enter any notes related to the data entered in Section 6: Digital Preservation

Thank
you!

Once you submit your survey, you will not be able to edit your submission.

The goal of the Preservation Statistics Survey is to document the state of preservation activities in this digital era via quantitative data that facilitates peer comparison and tracking changes in the preservation and conservation fields over time. For more information about this project or data from previous years, please refer to the Preservation Statistics Survey website.

<http://www.ala.org/alcts/resources/preservation/presstats>

FY2019 Preservation Survey Results are estimated to be released in Fall 2020.

The Preservation Statistics Survey is an effort coordinated by the Preservation Standards and Practices Committee (PS&P) under the Preservation and Reformatting Section (PARS) of the American Library Association (ALA) and the Association of Library Collections and Technical Services (ALCTS).

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